

ZBA APPLICANTS CHECK LIST

1. Complete ZBA Application prior to deadline date and submit with fee.
2. An A-2 Survey may be waived at the discretion of the Town, provided the applicant can demonstrate sufficient distances to all property lines.
3. Submit Architectural Rendering of the proposed construction where appropriate.
4. Submit photos where appropriate.
5. Show footprint of existing structures and proposed additions or alterations that require a Variance.
6. Outline any topographical consideration that may limit the use of the property.
7. Indicate Wetland Areas on the property.
8. Submit 8 copies of all documentation that are to be utilized at the hearing.
9. Obtain sign and display sign in front of property 10 days prior to hearing. (\$20.00 security deposit required)
10. Prepare letter explaining in depth nature of hardship with land and why a Variance is necessary. (Attached to Application).